

APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administrative Office Address MARTA - DTO - Transportation Eng. & Evaluation Div. Charter Bus and Sightseeing Dept. 125 Pine Street, N. E., Atlanta, Ga. 30308			FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY - 6 1975 75-127 MAY 14 1975										
4. Person to Contact Mrs. Jerry Smith		5. Working Title Charter Representative		6. Telephone No. 586-5312									
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.													
8. Earliest & Latest Dates of Series 1/1/71 - Present		9. Exact Series Title Bus Completed Charter Order File											
10. What is the function of the office in which this record series is created? <p>The Division schedules transportation service in the MARTA service area to meet the service commitments of the Authority. This includes the scheduling of bus service, school, charter, sightseeing, and other special service.</p> <p>The Division monitors service and patron utilization levels to determine the need for additional or decreased service in the MARTA service area.</p> <p>The Division designs new or substantially expanded bus routes.</p> <p>The Division assists the Director of Planning in designing demonstration projects from the planning stage to execution. Assistance is given by this Division to the Division of Planning in the conduct of special analyses of service or service requirements. . .</p> <p style="text-align: center;">(See Attached)</p>													
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): <p>Documents relating to: Buses rented for chartered and sightseeing tours and service.</p> <p>Included are: Charter Service Order, Operating Instruction Sheet and Correspondance Relating to Order.</p> <p>File is arranged: Alphabetical Order in six months periods.</p>													
ATTACH SAMPLES OF THE FILE													
12. Equipment Occupied		No. of Drawers	Cu. Ft. of Records	No. of Drawers Cu. Ft. of Records									
Letter-size File Drawers		12	18	Annual Rate of Accumulation 2 3									
Legal-size File Drawers				Floor Space Occupied (Square Feet) In Office(s) In Storage Area(s)									
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">This Year's</td> <td style="text-align: center;">Last Year's</td> <td style="text-align: center;">Preceding Year's</td> <td style="text-align: center;">All Prior Year's</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">2</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>		This Year's	Last Year's	Preceding Year's	All Prior Year's	5	2	0	0
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5	2	0	0										
				AVERAGE DAILY REFERENCES									

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- YES NO
13. ☒ ☐ Is this the Record Copy of the series?
14. ☒ ☐ Is there a duplication of this series in another office or agency? **Accounts Receivable**
15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.
16. ☐ ☒ Does the series contain classified information requiring security handling?
17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?
18. ☒ ☐ Could the function be performed if the files were lost or destroyed?
19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. ☐ ☒ Does the record series provide data as input to an EDP file?
21. ☐ ☒ Does the record series contain documentation produced as EDP printout?
22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?
23. ☐ ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. ☐ STATE LAW b. ☒ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

may be used

As evidence in claims arising out of lawsuits for damage or personal injuries.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ Other

- ☐ Hold in the current files area _____ month(s)/ 1 year(s):
- ☐ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 3 year(s):
- ☒ Destroy.
- ☐ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Georgia Code requires lawsuits for property damages and for personal injuries to be brought, if at all, within four years after the right of action accrues.

26. APPROVALS

Approved	Department Records Management Officer.	Date	Approved	Legal Counsel	Date
	<i>[Signature]</i>	<i>4/7/75</i>		<i>Wayne P. Crowder</i>	<i>4-10-75</i>
Approved	Division Head / Designer	Date	Approved	Division of Audit	Date
	<i>[Signature]</i>	<i>4/7/75</i>		<i>William V. Carasik</i>	<i>4-10-75</i>
Approved	Department Head / Designer	Date	Approved	MARTA Management Advisory Committee	Date
	<i>[Signature]</i>	<i>4/7/75</i>			
Approved	Records Management Analyst	Date	Approved	Department of Archives and History	Date
	<i>[Signature]</i>	<i>4/8/75</i>		<i>Carroll Hart</i>	<i>May 14, 1975</i>

ADDENDUM

Application for Records Disposition Standard:

10. Functions of Division of Transportation Engineering and Evaluation (cont'd)

The Short-Range Service Improvement Program is administered by this Division.

The Division administers the supplies and reproduction services for the Department of Transit Operations; also supervises the printing and distribution of system maps and schedules.

The administration of the Authority's charter and sightseeing services is the responsibility of this Division.

Other duties include special studies and presentations, and graphic illustrations for the Department of Transit Operations.